

GUIDELINES FOR SUBMISSION OF A MASTER MAILING LIST

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**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF TEXAS**

GUIDELINES FOR SUBMISSION OF A MASTER MAILING LIST

I. GENERAL

A. FORMAT FOR FILING:

1. The Clerk of the Court strongly urges the original or amended Master Mailing Lists be submitted on a 3.5" High Density (HD) MS-DOS formatted diskette in the manner described in the "*Guidelines for Submitting a Diskette*".
2. Original or amended Master Mailing Lists may be submitted in electronic format.
3. Mailing lists submitted incorrectly may be required to be resubmitted.
4. The Clerk of Court may authorize other electronic media in the future.

B. NAME AND ADDRESS STANDARDS

The following standards apply to all Master Mailing list submitted to this Court:

1. All names and addresses must be complete and accurate. Notices shall not be sent out by the Clerk to any entity with an incomplete or missing address.
2. When listing creditors in care of an attorney, always put the creditor's name on line 1 and the attorney's name on line 2. For example:

CORRECT

ABC Supply Company
c/o Debra Jones, Attorney

INCORRECT

Debra Jones
Attorney for ABC Supply Company

3. Do not include the debtor, joint debtor, attorney(s) for the debtor(s), case trustee, or United States Trustee on the Master Mailing List. These parties will be entered by the Clerk's Office at the time of case opening.
4. Creditors shall be listed ONLY ONCE, even if they have more than one account with, or

claim against, the debtor.

5. Each name and address must consist of at least two but not more than five lines, each forty characters or less in length. For example:

Line 1: XXXXXXXXXXXXXXXXXXXXXXXX

Line 2: XXXXXXXXXXXXXXXXXXXXXXXX

Line 3: XXXXXXXXXXXXXXXXXXXXXXXX

Line 4: XXXXXXXXXXXXXXXXXXXXXXXX

Line 5: City, State ZIP or ZIP+4

6. Account numbers, “care of”, and “attention” designations may be included ONLY on the second line of the name and address, as long as the complete name and address block consists of no more than five lines.
7. No personal forms of address, titles, indefinite articles, or definite articles should precede the name. Personal forms of address and titles may be used *after* the name, but only as necessary to specifically identify someone.
8. Names of individuals must appear in the following order: first name, middle name or initial, last name.
9. Creditors must be listed alphabetically, according to the first letter of the company name or first name.
10. Only postal standard abbreviations, as directed by the United States Postal Service in the official USPS Publication *Postal Addressing Standards*, shall be used in addresses. The name of the state must be abbreviated using the upper case, two-letter state identifier prescribed by the United States Postal Service (e.g. TX not Tex or Tx). City names less than 15 characters in length shall not be abbreviated.
11. The use of ZIP codes is MANDATORY. All domestic addresses must include the correct five-digit ZIP code. Domestic addresses that do not include a ZIP code will be treated as incomplete (See item 1, above). All ZIP code extensions must follow a hyphen and shall consist of four digits (for example, 75702-0012 NOT 75702-12). DO NOT use the ZIP code extension “0000” unless it is valid for the creditor.
12. For domestic mail, the last line of every address MUST contain EACH of the following items IN THIS ORDER: the city, the two character state abbreviation WITHOUT periods BUT in ALL CAPITAL LETTERS, and AT THE END, the ZIP code. DO NOT include any information for the creditor below the city, state, and ZIP.
13. All foreign addresses shall include the COMPLETE name of the country to which the mail will be sent. Country names *SHALL NOT* be abbreviated.

14. Except for hyphens in nine digit zip codes, no special character shall be included in names or addresses:

DO NOT use the letter “l” as a substitute for the number “1”
DO NOT use the % (percent sign) as a substitute for c/o (“in care of”)
DO NOT use \ (backslash) as a substitute for / (slash or forward slash)
DO NOT use + (plus sign) for either “and” or & (ampersand)
DO NOT use ~ (tilde) as a substitute for – (dash)
DO NOT use { } (braces) or [] (brackets) as a substitute for () (parentheses)

15. Like correspondence, names and address shall be typed in both upper and lower case letters.
Except to abbreviate the name of the state. Do not use all uppercase letters.
16. There should be no punctuation included, except the hyphen in the ZIP code
17. Lists shall be typed in a single aligned column.
18. There must be two blank lines between one creditor’s name and address and another’s. Do not leave blank lines within an address.

II. GUIDELINES FOR SUBMITTING A DISKETTE

1. Only a 3.5" High Density (HD) MS DOS format diskettes will be accepted.
2. Include only one case on each diskette.
3. Save the file to the diskette in a generic *ASCII format* only (not delimited). If the matrix is prepared in a word processor, it should be exported to the appropriate format before the diskette copy is created.
4. Name the electronic document the *debtor's last name* and use the extension of .txt.
Example: A matrix for debtor John Smith would be Smith.txt
5. **ALWAYS** verify the matrix is on the diskette. Be sure that the extension .txt is not automatically converted to another extension when verifying. Example: Smith.wpd, Smith.doc, Smith.scn. The best way to avoid this is to open the matrix with Microsoft Notepad or WordPad.
6. Diskettes must be clearly labeled with the debtor's name. The case number should also be included on the label if submitted after the case number has been assigned
7. The debtor name on the diskette *must* match the electronic document name.
8. Diskettes can be picked up at a later time at the Intake counter for re-use.

III. GUIDELINES FOR SUBMITTING A HARD (PAPER) COPY

A. ACCEPTABLE

1. The hard-copy list shall be printed in black, on a white 8.5" x 11" bond or standard copy paper.
2. Font should be Times New Roman, Courier New, Universe, or Arial, 12 point.
3. The type must be of high quality. Poor quality type from a depleted printer cartridge, dot matrix printer, photocopy or carbon, exhausted typewriter ribbon, or fabric typewriter ribbon are electronically unreadable and must not be used.
4. The hard-copy list shall contain no handwriting, stray marks, correction fluid or tape.
5. Names and addresses must appear on one side of each page only. Do not use the back of the paper.
6. The first name and address on each page of the list may not be closer than two inches from the top of the page and should be no closer than one-half inch from the left side, right side, or bottom of the page.

7. The hard-copy Master Address List must be submitted as a clean, totally separate document. Any marks (including letterhead, dates, names, pager numbers, coffee stains, handwriting or multiple columns) must be avoided as they may cause the entry of incorrect data.
8. DO NOT STAPLE TOGETHER OR TWO-HOLE PUNCH PAGES OF THE ORIGINAL HARD-COPY MASTER ADDRESS LIST. Copies should be stapled together and may be two-hole punched.
9. Although the court is using sophisticated equipment and software to insure accuracy in creditor list reading, certain problems can still occur. By following these guidelines, the court will avoid delays or additional effort in mailing notices.

B. UNACCEPTABLE

The following problems can prevent your matrix from being read by the optical scanner, requiring you to re-submit your creditor list in an acceptable form.

1. *Extra marks on the lists* - such a letterhead, dates, coffee stains, handwritten marks, page number.
2. *Non-standard paper* such as onionskin, half-sized paper, or colored paper.
8 ½ by 11", 20 lb. paper is acceptable
3. *Poor quality printing* caused by low toner in the printer cartridge.
4. *Unreadable type fonts* or print types such as dot matrix or exotic fonts. Please use: Times New Roman .12, Courier .12, or Universe .12
5. *Miss-aligned lists* caused by inserting the paper in the printer crooked.
6. *Zip Code* not on the last line. Nine digit zip codes should be used with a hyphen separating the two groups of digits. Attention lines, in care of (c/o) or account numbers should NOT be on the last line, they should be on the second line if needed. The zip code must be at the end of the last line.
7. *Punctuation* - There should be no commas or periods in any part of the address. There should be 2 spaces between the state and zip code. When typing a post office box (PO) do not use periods.
8. *Upper Case Only* (all capital letters) should be avoided. Type in upper and lower case as you would on a letter. Left justify all lines.